

Town of Rowe – FY2013
Board of Selectmen – Meeting Minutes
Wednesday, January 30, 2012 – 4:00pm

Call to Order: The meeting was called to order by Chairman Wilson at 4:05pm.

Present: Chairman Marilyn Wilson, Vice Chairman Paul McLatchy III, and Selectman Noel Abbott

Also Present: Town Coordinator Ellen Miller

Audience: Rosie Gordon; Susie Zavotka and Cindy Laffond of the School Building Committee; Ann Foshay

Audience Comment:

- 1) Rosie Gordon stated that she felt that Vice Chairman McLatchy's comment at the Special Town Meeting last Wednesday evening (Jan 23rd) was out of line when he stated "we [inferring the Board of Selectmen] don't care about fiscal responsibility" [in regards to the appropriation of funds for preliminary work on a new school building]. Mr. McLatchy stated that he made no such statement, and then read aloud from the document he read at the meeting (attached). He offered to give Ms. Gordon a copy of the actual recording from the meeting. She declined.
- 2) Rosie Gordon stated she had some questions about the School Building Committee (SBC) survey and was going to attend yesterday's SBC meeting; however, she stated she was told not to attend the meeting as the survey was not going to be discussed, so she did not attend. Susie Zavotka, SBC Chair, stated that she had told Ms. Gordon that she was welcome to come to any SBC meeting, but that the survey had been completed and was not on the agenda for yesterday's meeting. She stated she did not tell Ms. Gordon to not attend the meeting.
- 3) Rosie Gordon stated that the existing septic system at the school needs to be addressed. Ellen Miller (a member of the SBC) stated that it is being addressed, and that she has already contacted the Board of Health concerning the matter. Ms. Miller and Cindy Laffond have been tasked with obtaining information on several aspects of the school property.

Minutes: The following action was taken on meeting minutes:

- **January 2nd:** These minutes approved at the Jan 23rd meeting were signed.
- **January 16th:** These minutes approved at the Jan 23rd meeting were signed.
- **January 23rd:** The Select Board voted unanimously (3/0/0) to approve and sign the minutes of the January 23rd meeting.

School Building Committee:

- **Roles & Responsibilities:** Selectmen Abbott prepared a Roles & Responsibilities form for the school building project. The SBC expanded on the form and filled in responsibilities for aspects of the building project (see attached).
- **Owner's Project Manager (OPM) Selection Process:** Susie Zavotka presented a time line for the procurement of the OPM for the school building project. It is planned to bring the OPM on board by March 1st.
- **OPM Evaluation Sheet:** Susie Zavotka presented the evaluation sheet to be used for the OPM procurement process.
- **Designer Selection Procedures:** In order to use a qualifications-based process to select the project designer, *Designer Selection Procedures* need to be adopted. At the recommendation of Andrea Woods of FRCOG, and the SBC, the Board of Selectmen, the "Awarding Authority," voted unanimously (3/0/0) to adopt *Designer Selection Procedures*. As allowed in Section 2. of these procedures, the Board of Selectmen also voted unanimously (3/0/0) to delegate to the School Building Committee the duties described therein to the extent such delegation is permissible by law. This action was taken because it was felt that the SBC were the experts in the particular matter. These procedures govern the selection of designers for any municipality or local

public agency building project subject to the state designer selection law, M.G.L. c. 7, §§38A½-O. Any other local law governing the procurement of services will be inapplicable to these procurements.

- **FRCOG Contract for Procurement of an Architect:** The Board of Selectmen voted unanimously (3/0/0) to approve the FRCOG Professional Services Agreement for the procurement of an Architect for a price not to exceed \$900.
- **Soil Borings:** A proposal was received from John Turner Associates for soil borings, and an environmental report of the school property for the price of \$4500. At least two other quotes will be sought. The SBC is getting some preliminary work done, that will save time on the school project.
- **Fuel Oil Tank:** The oil vendor will be contacted to have stabilizer added to the 10,000 fuel oil tank at the school to preserve it while it is not being used. The SBC is taking care of this item.
- **Committee Expenses:** The Board of Selectmen voted unanimously (3/0/0) to authorize mileage reimbursement to SBC committee members when traveling outside of town on school building business. The current rate (IRS rate) is .565/mile.

School Fire Matters:

- **Salvage of Items in the School:** Selectman Abbott reported that Tom Donaldson of MIIA had said that the town may take anything in the school, and this will not decrement for the blanket insurance policy. This includes the furnace/boiler, Smart boards, laptops, musical instruments and desks, etc. Mr. Abbott will obtain this in writing from MIIA..
- **School Purchase Orders for Content Replacement/Relocation:** The POs submitted for last week's meeting have not been approved. Chairman Wilson will talk to the school tomorrow at the POs. It was agreed that Janice Boudreau will liaise with Bill Knittle and Laurie Laffond to sort out the school fire purchase orders. She will also review purchases to determine if purchase orders have been approved, products have been received, and that they are being used in the Rowe School.
- **Best Use of Janice Boudreau's Time:** It was recommended that Susie Zavotka be contacted to ensure that Janice is being used in the maximum way by the School Building Committee.
- **MOU:** A revision to the current 2012-13 MOU between Rowe and Hawlemont is being worked on. It was reported by School Committee member Cindy Laffond that school counsel Russ Dupere has not determined that the change in Section 7 is allowable by law. The change concerns Rowe's school choice students.
- **Bonus for Town Coordinator:** The Board of Selectmen voted unanimously (3/0/0) to give a \$1000 bonus to Town Coordinator Ellen Miller for all of the extra work she has put in on the school fire issue. Ms. Miller thanked the Board of Selectmen. This will be paid for out of the "loss of income" category.

Police Department:

- **Police Chief Succession:** Chairman Wilson stated that she has a template of a job advertisement for a Police Chief position from the town of Deerfield. She will bring it to the next Selectmen's meeting. The Rowe Police Chief's position will need to be advertised soon. Selectman Abbott stated that he felt Julie Shippee has great instincts for police work, she is very honest, and is well liked in the community, but that she only has less than three years on the police force. He feels that we need someone that has the capacity to bring the department up to snuff. There was talk of the possibility of bringing on administrative help to assist the department. This will be discussed in subsequent meetings.
- **FY2014 Police Chief Raise:** Chief Dandeneau submitted at \$3,000 pay raise for the chief's position for FY2014. Item deferred to the next budget meeting.

Dog Officer/Regional Kennel: Arthur Samuelson, Dog Officer, will be asked to attend the Feb 27th meeting to discuss dog matters.

Selectboard Workshop: The next workshop being held by FRCOG is Thurs, Feb 21st. Subject is "*Our Four-Footed Friends and Your Selectboard.*" Discussion will cover: Town Animal Control responsibilities, Animal Inspection requirements, what has changed under the Animal Control Officer law, and the Franklin County Sheriff's Regional Kennel.

FY2013 Fuel Oil Bid: One bidder responded to the recent fuel oil bid for five (5) town buildings (town hall, fire station, library, DPW garage and Gracy House) issued by FRCOG for the Town of Rowe. The bid received was from Sandri for the fixed price of \$3.486/gallon. The Board of Selectmen voted unanimously (3/0/0) to award the bid to Sandri for the price of \$3.486/gallon for 4,100 gallons. Selectman Abbott suggested that next year we look to see if we can join Coop Power for FY2014 fuel oil.

FY2014 Budgets: Several budgets have still not been received. Ms. Miller will remind departments. The School Committee will meet with the Board of Selectmen on Friday, Feb 8th at 9am to discuss the preliminary school budget. The Finance Committee will attend also.

Capital Stabilization Fund Appropriation: The Selectboard voted unanimously (3/0/0) to appropriate \$173,954 for the Capital Stabilization Fund on the FY2014 Recap Sheet. This represents a 2.5% increase over the amount raised on the FY2013 Recap Sheet.

Organization of Keys: Vice Chairman McLatchy will take on a project to get copies of all keys for a new key box to be placed in the administrative office.

Depot Street Bridge: Preliminary 25% plans were received from MassDOT for the new Depot Street Bridge. The board did not have any comments or suggested changes. Ms. Miller will ask DPW Supt. Taylor if he has any comments/changes. Any comments or changes will be forwarded to MassDOT. A public hearing on the new bridge will be held on March 12th at 6:30pm. The citizens of Rowe and Monroe will be invited, and TransCanada will be in attendance. The Select Board agreed that the meeting should be held in the town of Monroe. Ms. Miller will inform Mass DOT of this.

National Flood Insurance Program: Ms. Miller reported that Pat Smith of FRCOG called to offer assistance in preparing for town meeting vote(s) and other items needed (updated Flood Plan) to join the National Flood Insurance Program (NFIP). The Board asked that Ms. Smith be asked to join a meeting in the next few weeks to discuss the matter. The Planning Board will be asked to attend the meeting also.

Election Funds Depleted: A memo was received from Town Clerk Jenn Morse stating that additional funds will be needed to take us to the end of the year for elections and town meetings. Three items were not budgeted for: the Dec 1st town recall election; and a State Primary (Tues, April 30th) and State Election (Tues, June 25th) to fill the Senate seat vacated by John Kerry (newly appointed as Secretary of State). She estimates that \$3,349.63 will be needed. Ms. Miller was asked to prepare and submit to the Finance Committee a Reserve Fund Transfer Request for the funds.

Conservation Commission Appointment: The Select Board voted unanimously (3/0/0) on the recommendation of the Conservation Commission to appoint Virginia Gabert of Leshure Road to the Conservation Commission.

IT Review: Chairman Wilson reported that VertitechIT will soon have a report for the town. She will also obtain information from other firms. Selectman McLatchy stated that information should be obtained from our current consultant Moody Consulting also.

Broadband Update for Community Anchor Institutions: Ms. Miller reported that as part of the WesternMA Connect CAI (Community Anchor Institution) Broadband Adoption Project, FRCOG is setting up meetings to discuss how the AXIA MassBroadband123 network can enhance and optimize municipal functions and the next stages in the broadband adoption process. They would like representatives from each of our five (5) CAIs (town hall, fire station, library, school and Gracy House) to attend. Fred Feit (Axia NGNetworks USA) and Chip Brodeur (BNC Network Consulting and Chief Technology Consultant for WesternMA Connect) will be at this meeting to discuss the current network connection of our CAIs, and potential for the future. The Select Board agreed that this meeting would be beneficial. Ms. Miller will see if it can be set up in the next week or two. Selectman Abbott added that he will be at a WiredWest meeting this weekend, so will have up-to-date information from that meeting that he can share.

Payphone: Selectman Abbott will contact Palmieri Electric to see if they can get the payphone installed.

Pole Hearing: Ms. Miller reported that National Grid/Verizon have requested a pole hearing be called for the placement of one (1) new pole on Monroe Hill Road. Ms. Miller will set up the hearing for a Selectmen's meeting in February. This needs to be advertised in the Recorder...48 hours in advance of hearing.

Request for Special Committee: Angela Foshay requested that a special committee be appointed to research options to educate our children in other towns (rather than building a new school). She stated that she has been attempting to get information from the Mohawk Central Office, but has been unsuccessful. They stated that the information she is requesting is not available, and would need to be created. She feels that if there were a town committee asking for this information, that the information would be forthcoming. The matter was deferred. Ms. Foshay was asked to contact the Central Office to see if they would provide this information if the request came from a town committee. [Note: A similar fact gathering action—funds for a Feasibility Study—was turned down in Article 3 at the Special Town Meeting on Jan 23rd. There would be no funds for such new committee.]

Payroll Matters: Ms. Miller reported that the paychecks that came today were to be dated January 31st. They were all dated January 17th (they were a reprint of the previous payroll). New paychecks are being overnighted. Also, W-2 forms were printed without the county and teacher's retirement deduction amounts. Ms. Miller has asked that they be reprinted. The corrected W-2s will now be mailed after the January 31st deadline.

New Accountant: New FRCOG Accountant Jackie Cashin began work today. She lives in Charlemont, and is an Assessor there.

Correspondence: A copy of a letter from the Heath Board of Selectmen addressed to School Supt. Michael Buonoconti and Mohawk School Committee Chair Robert Aeschback was received. The letter expresses dismay at inaccuracies in the school occupancy data reported in the Greenfield Recorder on January 16th.

Warrants: TW13-16, School Fire Warrant 13-16, and PW13-16 were unanimously approved for payment.


Adjournment: The Selectboard voted unanimously (3/0/0) to adjourn the meeting at 6:58pm.

Respectfully submitted,

Ellen B. Miller
Town Coordinator

Approved:


Marilyn Wilson, Chairman


Paul McLatchy III, Vice Chairman


Noel Abbott

Feb 4, 2013

Date Approved

Attachments:

- Agenda
- Roles & Responsibilities – SB/SC/SBC
- OPM Selection Process - Timeline
- OPM Evaluation Sheet
- Designer Selection Procedures
- FRCOG Contract for Procurement of an Architect
- FY2013 Fuel Oil Contract - Sandri
- MassDOT letter re 25% design plans – Depot Street Bridge
- Election Funds memo from Town Clerk
- Letter from Heath Board of Selectmen